

## Paralegal

We are recruiting for an experienced Paralegal for a growing law office in the Roseville area.

### RESPONSIBILITIES:

- Assisting on various legal tasks, such as document review and production.
- Word processing and proofreading of legal agreements, documents and correspondence.
- Respond to internal and external customer inquiries in person, by email and by phone.

### SKILLS:

- 2-3 years paralegal experience preferred.
- Degree from an accredited college in paralegal studies.
- Excellent analytical skills and the ability to understand and summarize case-related documents.
- Knowledge about Estate planning.
- Knowledge legal terminology, forms & documents, filing methods & systems.
- Excellent communication skills, both written and oral.
- Demonstrate proficiency to focus on details, handle multiple tasks, and remain highly organized.
- Proficient in Microsoft Office Suite including Outlook.
- Experience with Hotdocs is a plus.